



INSPECTOR GENERAL  
DEPARTMENT OF DEFENSE  
400 ARMY NAVY DRIVE  
ARLINGTON, VIRGINIA 22202-2884

December 5, 2001

## INSPECTOR GENERAL INSTRUCTION 1430.2 <sup>1/</sup>

SUBJECT: Defense Career Intern Program

### References:

- a. Title 5, Code of Federal Regulations, Part 315, Section 712
- b. Executive Order 13162, Federal Career Intern Program, July 6, 2000
- c. Title 5, Code of Federal Regulations, (CFR) Part 302
- d. DoD, Interim Defense Career Intern Program, memorandum dated January 2, 2001

**A. Purpose.** This Instruction establishes policy, responsibilities, and procedures for the Defense Career Intern Program (DCIP) at the Office of Inspector General of the Department of Defense (OIG DoD).

**B. Applicability.** This Instruction applies to the Offices of the Inspector General; the Deputy Inspectors General; the Assistant Inspectors General; the Office of the Chief of Staff; and Deputy General Counsel (Inspector General), which is provided support by the OIG DoD. For purposes of this Instruction, these organizations are referred to collectively as OIG components.

### **C. Policy**

1. Generally, the DCIP will be used for recruiting candidates into entry level positions (GS-5/7/9) within the OIG DoD, and will normally be a 2-year Excepted Service appointment. The program was established to assist agencies in attracting and recruiting exceptional individuals with a variety of experience, academic disciplines, or competencies necessary for the effective analysis and execution of public programs. Agencies have the authority to recruit from a variety of sources to locate candidates who would most likely meet their mission and needs.

2. Training and Development. The training plan will include formal training and development opportunities for the employee to aid in acquiring appropriate agency-identified competencies needed for conversion and promotion. These opportunities may include, but are not limited to, formal training classes, rotational or other job assignments, attendance at conferences and seminars, interagency assignments, or other activities approved by the OIG DoD. The training plan will include the training requirements for promotions.

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<sup>1</sup> This instruction has been administratively updated to reflect the current organizational structure of the OIG DoD. No policy changes have been made. July 2004.

3. Career interns serve in the Excepted Service, Tenure Group II. That service counts toward career tenure in the Competitive Service, if the career intern is converted to a Career Conditional appointment under reference a. They will not be required to serve probationary periods following their conversions to competitive appointments.

#### **D. Responsibilities**

1. The **OIG Component Heads** or their designees shall:
  - a. Determine which positions may be filled using the DCIP and obtain approval from the Chief of Staff (CoS), through the Director, Human Capital Management Directorate (HCMD), Office of the Chief of Staff (OCoS).
  - b. Coordinate the development of a training plan with the Workforce Relations Division, HCMD, OCoS.
  - c. Provide written justification for requests for additional grades for a specific series, 120-day extensions, or 1-year extensions of appointments.
2. The **Immediate Supervisor** of the career intern shall:
  - a. Review the training plan with the career intern within the first 2 weeks of employment.
  - b. Monitor the career intern's progress and ensure that the training plan is being followed.
  - c. Meet with the career intern at least once every 6 months and additionally when necessary.
  - d. Complete performance appraisals.
3. The **Chief of Staff**, shall:
  - a. Approve requests submitted by OIG Component Heads or their designees, to use the DCIP to fill positions.
  - b. Approve requests for additional grades for a specific series, or for 1-year extensions, and submit approved requests to the Office of Personnel Management (OPM) for final approval.
  - c. Approve 120-day extensions to appointments when rare and unusual circumstances occur.
4. The **Director, HCMD, OCoS**, shall:
  - a. Maintain recruitment case files that will allow reconstruction of the merit staffing process.
  - b. Maintain documentation regarding the rules established for accepting applications for employment in the DCIP.
5. The **Workforce Relations Division, HCMD, OCoS**, shall:
  - a. Coordinate the development of a training plan with the OIG Component Heads or their designees.

b. Maintain training documentation for the DCIP, as well as the training documentation for the individuals hired into the program.

**E. Authority.** The Federal Career Intern Program was established under reference b. The OPM published interim regulations at reference c on December 14, 2000. The DoD established an interim Defense Career Intern Program on January 2, 2001 (reference d). The DoD has determined that each Military Department and Defense Agency will be considered a separate agency for purposes of program implementation.

**F. Recruitment**

1. Recruitment may be conducted, and applications accepted, from a variety of sources including colleges, recruitment fairs, Federal Government employees, etc. Recruitment sites should be selected based on a determination that there will be a supply of well-qualified candidates. When recruitment is conducted at a site, and there is limited time for interviews, applicants with Veteran's Preference should be interviewed first. Applications received during a recruitment trip will be submitted to the HCMD, OCoS.

2. Applications may be submitted directly to the HCMD, OCoS, and may be unsolicited, to include current Federal employees. Applications received directly by the HCMD, OCoS, will be considered in conjunction with applications submitted from a recruiting trip (if the timing coincides), or may be considered with others that have been directly submitted at that time. For current employees to be aware of vacancies, the HCMD, OCoS, will place notification of vacancies on the OIG DoD Intranet.

3. If a current OIG DoD employee is selected for a DCIP position, and the employee fails to complete the program for reasons unrelated to suitability or misconduct, the OIG DoD agrees to return the employee to an equivalent position held immediately before the conversion. The employee will be placed into an open equivalent position if one exists. If one does not exist, he or she will be placed temporarily and reassigned when an equivalent position becomes available.

**G. Qualification and Eligibility Requirements**

1. For each position filled by the DCIP, normally, the OPM Qualification Standards for General Schedule Positions Handbook will be used to determine qualifications. If necessary, qualification standards will be established.

2. Career ladder promotions may be granted according to the normal progression for the particular series. Career interns may also apply for an accelerated promotion when an accelerated promotion plan is in effect for that series.

3. The evaluation of candidates will be based on the determination of eligibility or ineligibility. The HCMD, OCoS, will determine eligibility, qualifications and grade levels of applicants referred. This may be completed on-site during a recruiting trip or at the HCMD, CoS, office. Normally, numerical scores will not be assigned. The reasons for using a determination of eligibility or ineligibility versus a numerical score, will be documented for each series. The HCMD, OCoS, will generate DCIP eligibility lists based on the determinations. Selections will be made from the eligibility lists.

**H. Selection Procedures**

1. Selecting officials must consider Veteran's Preference and agency reemployment lists when making selections. Preference Eligibles fall into 3 categories as follows, beginning with the highest

category: 10 point Eligibles with a disability of 10 percent or more; all other 10 point Eligibles; and 5 point Eligibles. Preference Eligible status and the order of selection will be determined by HCMD, OCoS, based on current regulations and policies.

2. When an employee serving under a non-temporary appointment in the Competitive Service is selected for the program, the employee will be informed that the acceptance of the appointment will take him or her out of the Competitive Service while he or she occupies the position. In this situation, the HCMD, OCoS, will obtain a written statement from the employee stating that he or she is leaving the Competitive Service voluntarily to accept an appointment in the Excepted Service.

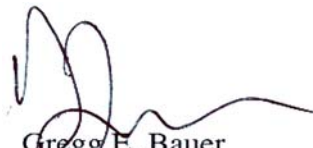
**I. Conversion to a Career or Career Conditional Appointment**

1. A career intern must perform satisfactorily and conduct him or herself appropriately to continue in the program. This will be evidenced by performance ratings and additional feedback by the supervisor to the career intern. If the newly appointed career intern is not performing satisfactorily or conducting him or herself appropriately, his or her appointment may be terminated in accordance with governing regulations and policies, and in coordination with the Workforce Relations Division, HCMD, OCoS. An OIG DoD employee converted to a DCIP appointment may be returned to an equivalent previously-held position in accordance with paragraph F.3, above.

2. Competitive civil service status may be granted to career interns who successfully complete their internships and meet all qualification, suitability, and performance requirements. However, completion of the DCIP does not automatically guarantee permanent employment in the competitive service. At the end of the DCIP Excepted Service appointment, the intern may either be converted or his or her employment will be terminated.

**J. Effective Date.** This Instruction is effective immediately.

FOR THE INSPECTOR GENERAL:



Gregg E. Bauer  
Chief of Staff